



Okehampton Town Council

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## Planning Committee **DRAFT** Terms of Reference

### **Responsibilities**

To carry out the Council's responsibilities for the following areas:

1. All matters relating to planning and to licensing of premises to serve and/or sell alcohol or food.
2. That a member of the Committee attends on its behalf any meeting called by WDBC's Development and Licencing Committee in relation to planning or licencing applications that have been called-in for consideration, and on which the Committee has submitted a response. In the event that attendance cannot be resolved at a meeting due to timescales, priority will be given as follows by the Clerk/Assistant Clerk:
  - i. Chairman
  - ii. Vice-Chairman
  - iii. Committee Member
3. Matters relating to highways issues

### **Payment of Expenses**

To have authority to authorise cheque and BACS payments for all invoices and expenses.